

FILE

New File...  **Z**
Open File...  **O**
Save File...  **S**
Save File as...  **A**
Print...  **P**
Preview  **K**
Import Text File...
Import AppleWorks File...
Import Bank St. File...
Import ProDOS Picture...
Import OOS 3.3 Picture...
Delete File...
Quit  **Q**

EDIT

Cut  **X**
Copy  **C**
Paste  **V**
Select to End  **E**
Find...  **F**
Find Next  **F**
Replace...
Replace and Find  **R**

FONT

Select Font...  **W**
Next Size  **N**
Next Typeface  **T**
Plain  **Y**
Bold  **B**
Italic  **I**
Underline  **U**
Outline
Shadow
Superscript  **H**
Subscript  **L**
Color...
Tab Leaders

FORMAT

Justification...
Spacing...
Margins/Indent...
Kern...

PAGE

Justification...
Spacing...
Margins/Indent...
Tabs...
Frame Borders...
Go to Page  **G**
Set Page Size...
Insert Page
Delete Page

OBJECTS

Cut  **X**
Copy  **C**
Paste  **V**
Move to Front
Move to Back
Show Specifications...  **M**
Align...
Set Line weight...
Set Pen Pattern...
Set Fill Pattern...

SPECIAL

✓ Show Full Size  **1**
Show Double Size  **2**
Show Half Size  **3**
Size to Fit  **4**
✓ Snap to Guides
Select Guides...
✓ Show Column Outlines
✓ Show Rulers
✓ Show Pictures
Select Unit Measure...
Define Pattern...

HELP

Text...
Objects...
Color...
Files...
Print...
Page Layout...
Column Links...
Read me...



About Publish It! 3...
Status...
Select Printer...
Select Interface...
Install Font...
De-Install Font...
Save Settings

Publish It! 3

The Tool Box—appears at the left of your screen. Select a tool by clicking on it. Tools are deselected automatically when you choose another.

To create an object, first click on the desired tool and then move to the spot on the page where you want to place the upper left corner of the object. Press the mouse button and drag to where you want the lower right corner, then release the button.

Several objects drawn on a single page may overlap each other. Each object is actually on a single plane, with the most recently created object on top.

The Pointer—selects, positions or resizes objects. The Pointer is also used to define groups. Use it to select a frame before importing text or a picture. All objects may be moved, overlayed or underlayed, resized or deleted by using this tool.



The I-Beam Tool—used to select the insertion point for text and to highlight text for editing or formatting changes. To enter text, select the I-Beam tool and click the pointer (now an I-Beam) on the text column in which you want to work. The text insertion point will appear and you can begin typing. To import text, select this tool and click on the text column you want the file to be placed in. Then choose Import Text File from the FILE menu (or Import AppleWorks File or Import Bank Street Writer File).



The Graphics Frame Tool—to create, position or size graphic frames. Before you can insert pictures on a page, you must create graphic frames to house the artwork. Graphic frames appear as shaded boxes on the screen.



The Text Tool—select to create text columns. As long as the Text Tool is active, every drag in the Work Area will start a new text column. A text column is a defined region on the screen which resembles an empty box or frame (if you have column outlines turned on).



The Linking Tool—to link or unlink text columns. Click on each column in the sequence you want your text to flow. When you finish creating the chain, click on  again to complete the link.

To unlink columns, double click on the column you want unlinked using this tool then click on .

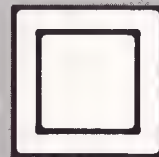


The Line Tool—to draw horizontal or vertical lines.

The Filled Box Tool—to create squares or rectangles with right angle corners.



The Rounded Corner Box Tool—to create squares or rectangles with rounded corners.



The Circle Tool—to create circles.

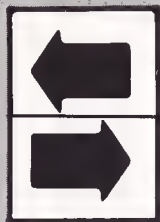


The Page Numbering Tool—used to create a page number for the current page. Click on , then click anywhere in your document. An object containing a “#” will be created. This object cannot be resized, but it can be repositioned with the Pointer and you can always change the font size. The page will be given a sequential number during printing.



Left Paging Arrow—Click on this to move to the previous page of your current document. The current page number is shown after the document title.

Right Paging Arrow—Click on this to move to the next page of your current document. To add pages at the end of the document, click on the Right Paging Arrow until you reach the last page. Click again and you will be asked if you want to add a page to your document.



The Quick Keys—A combination of the  key and another key. These two keys, pressed together, perform the same function as pulling down and selecting certain menu options. You may find it faster to use the keystroke commands to execute PUBLISH IT! 3 functions.

Bold (FONT)	 B
Copy (EDIT and OBJECTS)	 C
Cut (EDIT and OBJECTS)	 X
Double size (SPECIAL)	 2
Find next (EDIT)	 F
Full size (SPECIAL)	 1
Half size (SPECIAL)	 3
Italics (FONT)	 I
New File (FILE)	 Z
Next size (FONT)	 N
Next type face (FONT)	 T
Number space	 0
Open File (FILE)	 O
Paste (EDIT and OBJECTS)	 V
Plain (FONT)	 Y
Print (FILE)	 P
Preview (FILE)	 K
Quit (FILE)	 Q
Replace and Find (EDIT)	 R
Save File (FILE)	 S
Save File as (FILE)	 A
Select Font (FONT)	 W
Show Specifications (OBJECTS)	 M
Size-to-fit (SPECIAL)	 4
Soft Hyphen	 -
Sticky Space	 SPACEBAR
Subscript (FONT)	 L
Superscript (FONT)	 H
Underline (FONT)	 U

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